



# **ADA Coordinators' Academy**

## **Session VI**

**You Are Invited...**

**Event Planning For the Whole  
Community**

**Presented by the San Francisco  
Mayor's Office on Disability**

# Today's Learning Objectives:

- ❑ Understand the concept of “whole community planning” and apply it to hosting public events.
- ❑ Learn how to apply the Planning Accessible Events checklist.
- ❑ Know how to prepare yourself and staff to respond to requests for accommodations from community participants.



# PLANNING ACCESSIBLE PUBLIC EVENTS

# Accessible Public Event Checklist

A technical assistance document to help you think through your events/meetings and structure them in a way that includes everyone. There are 5 steps to accessible meeting planning:

- Step 1: Create an Accessible Meeting Notice**
- Step 2: Choose an Accessible Site or Location**
- Step 3: Create an Accessible Set-up**
- Step 4: Provide Effective Communication at the Event**
- Step 5: Provide Reasonable Modifications at the Event**

# Step 1: Accessible Meeting Notices

- **Must be provided in every meeting announcement we send to the public.**
- At a minimum, it includes:
  - Accessibility features** of the meeting site.
  - Availability of auxiliary aids and services.
  - A contact person (phone & email) for questions & disability related requests.***
  - Suggest (but do not require) a time frame for requests.
  - Accessible transit to the site (optional).
  - Notices** that are posted on your website or distributed via e-mail **must be screen reader compatible.**



# Accessible Meeting Notice Example

City Hall is accessible to persons using wheelchairs and other assistive mobility devices. Assistive listening devices are available and the meeting itself will be real-time captioned and sign language interpreted. Agendas are available in large print and Braille. Other materials are available in alternative formats upon request. Please make your requests for alternative format or additional accommodations to Jane Doe, 415 555-1212 or e-mail [Jane.Doe@sfgov.org](mailto:Jane.Doe@sfgov.org). Requesting accommodations at least 72 hours prior to the meeting will help to ensure availability.

The accessible MUNI Metro lines are the J, K, L, M, and N (Civic Center Station or Van Ness Avenue Station). MUNI bus lines serving the area are the 47 Van Ness, 9 San Bruno, and the 6, 7, 71 Haight/ Noriega.

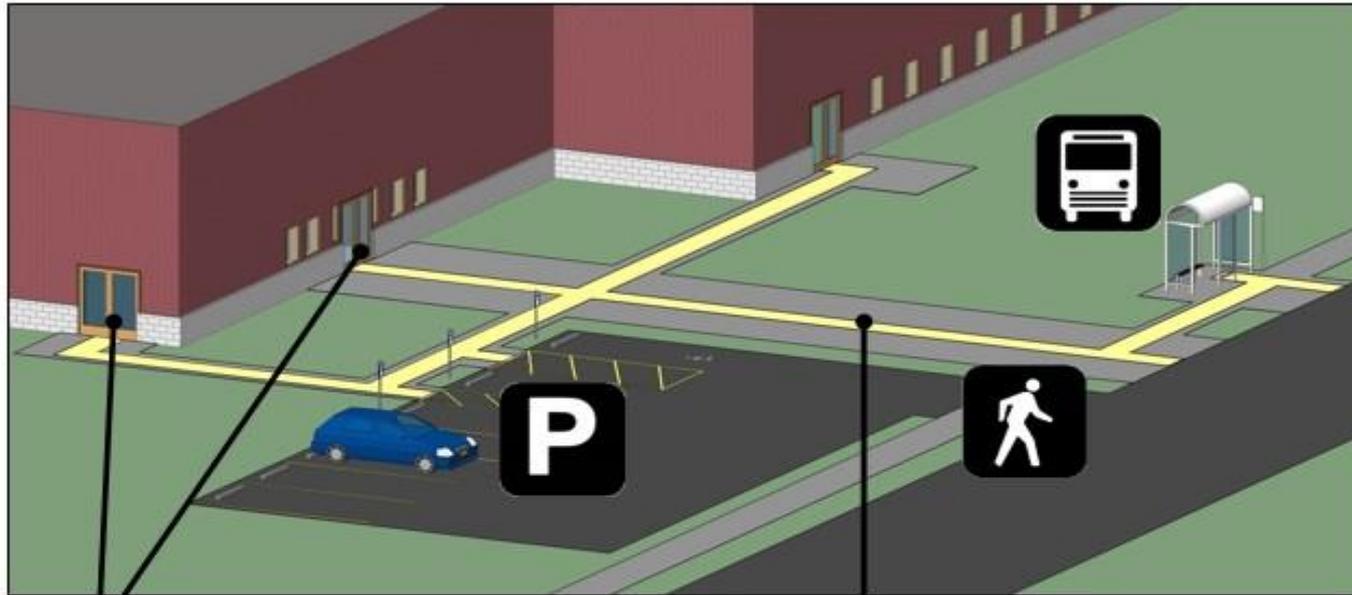
## Step 2: Accessible Site

- ❑ Transportation, Parking, and Arrival Points
- ❑ Accessible Route to the Building or Site
- ❑ Restrooms at the Building or Site
- ❑ Other Building Features



# Accessible Route

*Site arrival points include accessible parking spaces and accessible passenger loading zones, public transit stops located on sites, and public streets and sidewalks.*



*An accessible route must connect site arrival points to each accessible entrance they serve.*

*Accessible routes must coincide with, or be in the same vicinity as, general circulation paths (§206.3).*

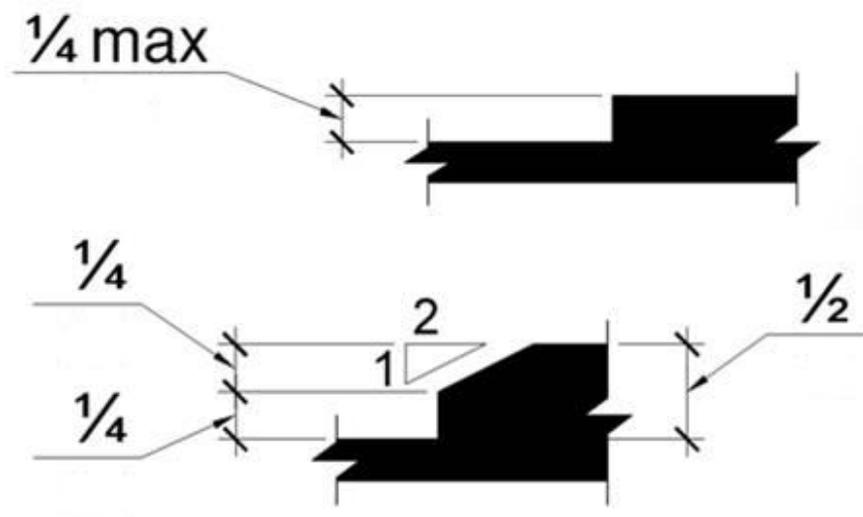
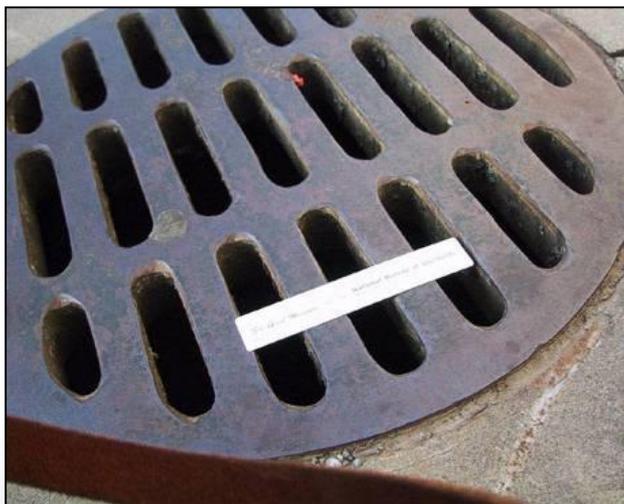


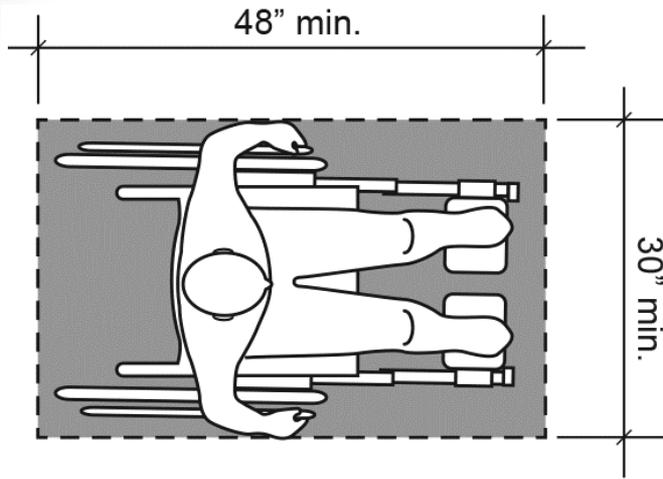
*If no pedestrian route onto a site is provided and site entry is by vehicle only, an accessible route from the site boundary is not required (§206.2.1, Ex. 2). Where a vehicular way does provide pedestrian access, such as a shopping center parking lot, an accessible route is required.*

# Ground and Floor Surfaces

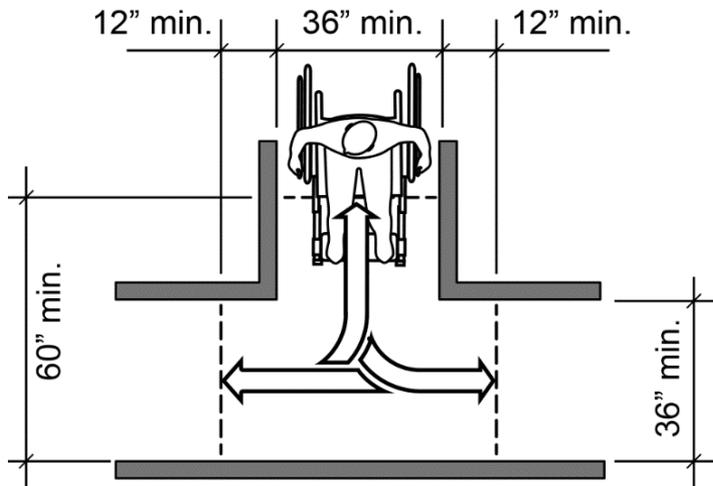


- Must be firm, stable and slip resistant
- No more than  $\frac{1}{2}$ " openings
- Avoid bumpy, uneven surfaces ex: cobblestones, gravel, sand
- Changes in level  $\frac{1}{4}$ " max

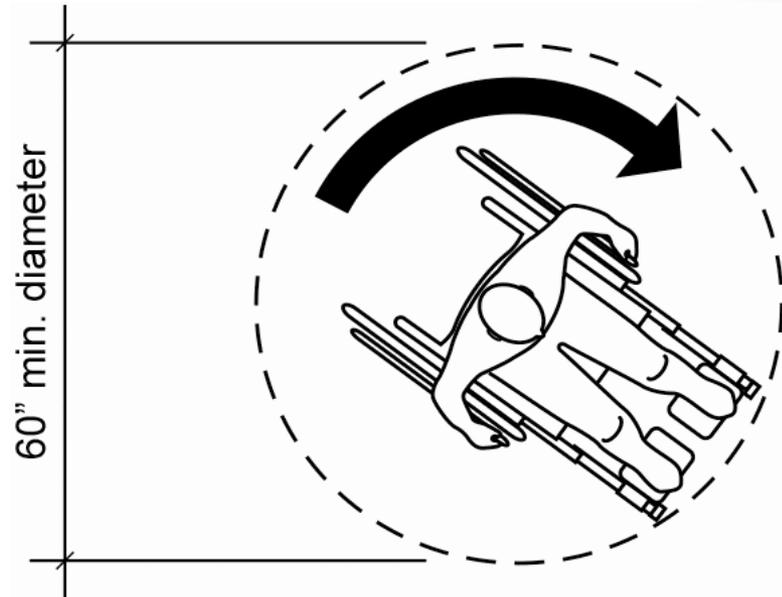




Minimum Clear Floor Space  
for Wheelchair



T-Turn Space



Pivoting Turn Space



**Accessible route from transit stop to meeting site?**

**Do compliant curb ramps serve the site?**

**What about accessible parking and drop-off zones?**

# Can You Find the Accessible Route?

**Do tree branches hang below 80 inches from the ground?**

**Are there accessible restrooms?**

**Elevators? Are they unlocked?  
Are they working?**

( 12 )

# Examples of Accessible Entries



# Accessible Elements







# Step 3: Accessible Set-up

- ❑ Seating and Tables at the Event
  - Seating is integrated
  - Reserved seating for various needs
  
- ❑ Everyone is able to participate if they choose to
  - Moving space
  - Assistance with activity participation



## Work Surfaces

- 28"-34" surface height
- Knee and toe space, forward approach



## Benches

- 17"-19" max AFF
- Back support, arm rest

# What's wrong with these pictures?



# Accessible Public Event Example

Integrated seating



Ramp to the stage



Wide aisles



*See you in 10 minutes!*



# Step 4: Effective Communication

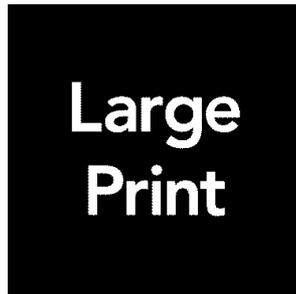
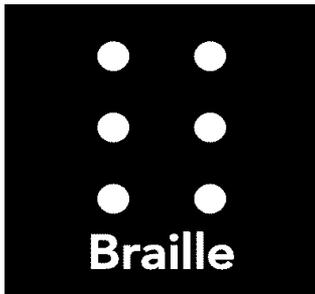
- ❑ Alternative formats
- ❑ Video is either open or real-time captioned
- ❑ Oral description of visual material through the presenter or through pre-recorded audio
- ❑ Assistive Listening Devices (ALDs) & signage
- ❑ CART for meetings of 100 or more people
- ❑ ASL interpreter for meetings of 500 or more people



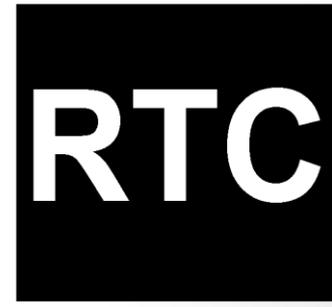
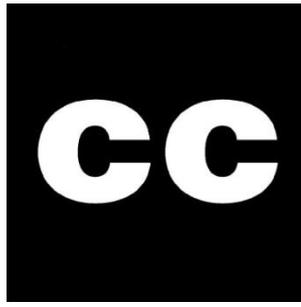
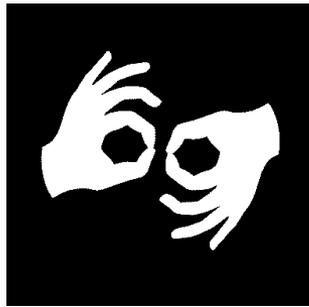
# Know Your Signs & How to Use Them!

## Alternate Formats

## International Symbol of Accessibility



## Deaf & Hard of Hearing Communication



# Step 5: Reasonable Modifications

- ❑ Permitting assistance animals in a no pets building.
- ❑ Allowing extra time to speak during public comment.
  - ❑ for people with speech, intellectual, or mental disabilities
- ❑ Having staff read a program/agenda to someone.
  - ❑ for person with vision or learning disabilities



# Public Events and Meetings

## Complaint Examples

- **Not an accessible location** – no accessible entry
- **Elevator is not functional** (it is locked or needs repairs)
- **Axillary aids & services are requested but not provided** (e.g. CART, ASL, ALDs)
- **Program is not available in alternate formats** (e.g. Braille, large print)
- **Presentations are not accessible** (e.g. presenters do not describe what is on slides, videos that are shown are not captioned or audio described)
- **Stage is not accessible** (no ramp or lift is provided)
- **Podium & microphone are not accessible**
- **No accessible seating area** (raised platform if necessary, seats near interpreters & captioning)

# Planning Accessible Event Activity

Mayor Edwin M. Lee today announced a series of District-based Budget Town Halls in the coming months that are being co-hosted by the Mayor and members of the Board of Supervisors to educate the public about the Mayor's budget principles and to hear directly from San Franciscans about their budget concerns and ideas. Mayoral budget staff will present the coming fiscal year's budget considerations.

These district-based town halls provide direct input from residents about what they think is important. We need to consider this feedback as we balance a budget that protects and serves all San Franciscans.

As Office of the Mayor staffers you are tasked to plan, staff, and conduct public outreach for the first town hall taking place in District 6 next month. We are expecting 300 constituents in attendance.

The head of staff has allocated different tasks to the following teams. Each team will work independently but may need to coordinate information with other teams to complete their tasks.

1. Location Team
  - Will be responsible to find a suitable location for the town hall.
2. Public Outreach and Communication Team
  - Will oversee public relations and outreach.
  - Will develop invitations, notices, fliers, and website postings.
3. Effective Communication Team
  - Will coordinate and procure "effective communication" for the town hall.
4. Staffing Team
  - Will be responsible for the town hall room set-up and questions from the public.

# The key to creating accessible events...

Prepare ahead of time & think about all the possible variations and demographics of your participants!



# Summing Up

## Remember...

- **Accessibility should never be an after thought.** Plan your events with accessibility in mind from the beginning.
- As public servants it is our responsibility to ensure that **every member of the public can participate & are represented!**
- Having an equal opportunity to participate and access information is not a privilege, **it's a civil right!**

# Thank You!

For more questions & information contact:

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# Coming Up ...

## Session VII

### Put It in Writing!

# Investigating and Responding to ADA Grievances

Tuesday, June 13, 2017

9:00 a.m. – 12:00 a.m.

1155 Market Street., 10<sup>th</sup> Fl.

LightHouse Meeting Room